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MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology
Director of FinanceFROM:
Director, Foreign Broadcast Information Service

STAT

SUBJECT: Compressed Work Schedule for the FBIS Arab East/
Israel Program (AEI)REFERENCE:

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1. This memorandum recommends in paragraph 7 authorization to institute a compressed work schedule in the Arab East/Israel Program of the FBIS Near East/Asia/Africa Division.

2. Office Functions: With a full-time staff of five, located in Key Building, the Arab East/Israel Program scans newspapers and journals from several Middle Eastern countries, with an emphasis on Arabic-language publications, and provides written translations and on-the-spot language and area information assistance concerning these countries.

3. Compressed Time Schedule: At the present time, two of the five AEI staff members wish to utilize a compressed time work schedule under the 5/4-9 concept over 2-week periods. The first week would comprise four 9-hour days and an 8-hour day and the second week four 9-hour days and a day off. The compressed time schedule will ensure staffing of AEI from 0730 to 1700 hours, Monday through Friday. There is a consensus among all five members of the unit that having two of its members on compressed time will be beneficial to all concerned.

4. Key Services: There will be no reduction in key services. There will always be personnel on duty competent in Arabic, the language for which AEI is most often requested to provide support. As we regularly rotate country assignments, there will usually be personnel on duty to provide information on a certain country.

5. Benefits: The extended duty workdays will make AEI services available for longer periods of time. For example, we will be better able to service early morning queries from the FBIS Daily Report and Wire Service.

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6. Supervision and Security Duties: AEI personnel are carefully selected professionals with a proven record of independent work. The presence of Chief, AEI is not required for more than the normal workday. In the chief's absence, one of the other personnel will be designated to exercise the chief's administrative functions. Security assignments, given on a rotating basis, will not be affected in any significant way.

7. I recommend approval.



STAT

CONCUR:

Deputy Director for Science and Technology

Date

Director of Finance

Date

APPROVED:

Director of Personnel

Date

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